What is an Application Assistant?

The first step towards enrolling in the ACP is meeting with an Application Assistant. An Application Assistant is a person who provides counseling, shelter, or other services to victims of domestic violence, sexual offenses, or stalking and has completed the training and registration process required by the ACP.

The Application Assistant plays a vital role in the safety of the ACP participant. Application Assistants are the only people who can make referrals and enroll participants into the ACP. The ACP staff is not able to enroll participants into the program or reject an application that has been properly completed and submitted by an Application Assistant.

Application Assistants provide the following important services:

1. Determining Program Eligibility and Assessment

The Application Assistant assesses the survivor's individual situation and determines whether the survivor is eligible to enroll in the ACP. An Application Assistant determines legal eligibility and assesses whether the ACP should be part of an individual's overall safety plan.

Only the survivor can decide if the ACP is right for them. However, the survivor is not able to enroll without the referral and recommendation of an Application Assistant. The ACP relies on the assessment and teamwork of the survivor and the Application Assistant.

2. Providing Program Education

The Application Assistant is responsible for educating the survivor about the ACP. A survivor must know how to begin using the program correctly. Misuse of the program has the potential to be more dangerous than not using the program at all. Therefore, the program education provided by the Application Assistant is of the utmost importance.

The Application Assistant must also explain the rights and responsibilities of ACP participants. ACP participants have certain privileges, but those privileges come with responsibilities. Potential ACP participants must understand and agree to the terms and conditions that are part of participating in the program.

3. Assisting with Enrollment forms

The Application Assistant helps the survivor complete the application materials. The Application Assistant ensures that the survivor understands and answers each question on the application, and reviews each item with the survivor on the application checklist. The Application Assistant mails the application materials to the ACP.

The Application Assistant Designation

A person must complete either the in-person or the on-line training offered by the ACP in order to become a designated Application Assistant. Both of these trainings are provided at no cost. The designation is valid for two years and may be renewed.

What happens to my designation if I change jobs?

If you change employers, you must inform the ACP about the change. As long as you are still providing services to victims of domestic violence, sexual offenses or stalking you may continue to

enroll participants in the program.

What if I change my mind and decide not to be an Application Assistant?

Application Assistants are requested to notify the ACP if they are no longer available to assist ACP applicants. That way, if you are the only Application Assistant at your agency, we can remove your agency from the website.

Who should become an Application Assistant?

The ACP recommends Application Assistant training for victim advocate coordinators, volunteer coordinators, victim witness advocates, crisis response advocates, shelter advocates, legal advocates, hospital chaplains, social workers, mental health professionals, medical professionals and anyone who typically provides direct services to victims of domestic violence, sexual offenses or stalking and assists with safety planning.

Application Assistant Training Information

Please contact the ACP for more information about the in-person and on-line training options.

Colorado ACP

1001 E. 62nd Avenue Denver, CO 80216 Phone: 303-866-2208 Fax: 303-866-3946 Toll-free: 1-888-341-0002 TTY: 1-800-659-2656

TTY: 1-800-659-2656 E-mail: <u>acp@state.co.us</u>

Application Assistant Forms and Materials

Each new Application Assistant will receive enrollment and guidance materials. Additional materials can be requested by contacting the ACP or by using the Forms link in the Application Assistant section of this website.